

Chief, Administrative Staff

15 March 1956

Chief, Industrial Division

Reassignment of [REDACTED] 25X1A9a

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1. [REDACTED], Acting Chief I/TH, [REDACTED] and I have given careful consideration to the types of activities for which [REDACTED] is best suited by training and past experience. 25X1A9a

2. It is our conclusion that his services can best be utilized in some area such as the Office of Logistics where a general knowledge of construction or administrative engineering experience is essential. Our specific suggestions follow:

Liaison Engineer

Between Agency and Architect - Engineering firm  
Between Agency and Prime or General Contractor  
Between Agency and other agencies

Administrative Engineer

Administrative supervision of:

- a. Field Engineer -- Surveys, Lay-outs, etc.
- b. Office Engineer - Material take-offs, field design and changes, estimates and progress reports.
- c. Safety Engineer - Adherence to Federal safety requirements.
- d. Contract Awards and Sub-Contract Lettings.

Construction Engineer

Inspection and supervision of various types of construction:  
Buildings, streets, roads, waterworks, sewerage systems,  
etc.

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[REDACTED]